

Component Unit Year-End Reporting Memorandum – FY 2008
Attachment CU1 – Instructions
Entity Additional Information Survey

Purpose

To report additional information that may not be provided through other Attachments.

Note: This attachment is similar to prior year's Attachment CU1.

Applicable entities

All component units and related organizations.

Due date

July 31, 2008

Submission requirements

Contact DOA if the entity has any problems with the files.

After downloading the file, rename the spreadsheet file using the entity's acronym followed by AttCU1. For example, the Virginia Resources Authority should rename its Attachment CU1.xls file as VRAAttCU1.xls. **If the entity does not have a well known acronym** then spell the entire name of the entity followed by AttCU1. For example, Jamestown-Yorktown Education Trust may rename its Attachment CU1.xls file as JamestownYorktownEducationTrustAttCU1.xls.

Submit the Excel document electronically to
finrept-cu@doa.virginia.gov.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of the Excel attachment.

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